

**NAPA / SOLANO / CONTRA COSTA DISPATCH CONSORTIUM
ENTRY-LEVEL DISPATCH TEST BATTERY REGISTRATION REQUEST**

NAME: _____ SOCIAL SECURITY NUMBER: _____ - _____ - _____ <div style="display: flex; justify-content: space-around; font-size: small;">(Last)(First)(MI)</div>		
MAILING ADDRESS: _____		CITY: _____
STATE: _____	ZIP CODE: _____	DAYTIME PHONE NUMBER: (____) _____
____ SPECIAL TESTING ACCOMMODATION NEEDED (SEE BELOW)		
FEES INCLUDED: ____ Cashiers Check or Money Order ____ Fee Waiver (<i>see reverse side of form for details</i>)		
NOTE: The \$10.50 exam fee must be paid ONLY by Cashier's Check or Money Order made out to Cooperative Personnel Services. Cash or Personal checks will NOT be accepted. This fee is non-refundable and must be mailed to CPS with this registration form.		

Please register me for the test being given on the date listed below (check fall or spring)

SPRING TEST

_____ **March 20, 2003 Location: Centre Concord, 5298 Clayton Road, Concord. Registration Deadline (final filing date) is March 6, 2003. REGISTRATION FORMS MUST BE RECEIVED AT CPS NO LATER THAN MARCH 6, 2003. Faxed forms will not be accepted. CPS will mail out confirmation forms, along with directions to the testing location one (1) week prior to the exam.**

FALL TEST

_____ **Currently the Fall 2003 testing date has not been determined. Please periodically check the CPS website at www.cps.ca.gov for the next test date, list that date on this form and send it to CPS, along with your registration fee no later than the final filing date listed on their website.**

INFORMATION FOR APPLICANTS:

A scheduling notice advising you of your test time will be mailed to you approximately one week prior to the test date. The registration request and exam fee must be received by CPS on or before the final filing date. Postmark date and faxed registration materials will NOT be accepted. Registration materials received after the deadline will be returned to the applicant unprocessed. If you do not receive a scheduling notice three days prior to your selected test date, contact CPS immediately.

- ✂ Rescheduling requests for pre-registered applicants must be received by CPS at least 5 working days prior to the exam date. Rescheduling after this 5 working day period, but before the exam date, will result in a \$5.00 rescheduling fee. Candidates who miss the scheduled exam date will need to re-register to take a future exam.
- ✂ Individuals with disabilities which would prevent them from taking the test under standard conditions may request special arrangements. A description of the special arrangement(s) needed and a letter from an appropriate authority must be attached to this registration request.
- ✂ Individuals who may experience undue hardship related to the fee requirement for this test may obtain a fee waiver. Eligibility guidelines for the fee waiver are listed on the back of this form. Documentation **MUST** be mailed with this registration form.
- ✂ Your name, address and exam score will be made available to each agency in the Napa/Solano/Contra Costa Dispatch Consortium

MAIL THIS REGISTRATION REQUEST WITH THE REQUIRED EXAM FEE TO:

Cooperative Personnel Services
Test Administration Unit – Dispatch Consortium Project
241 Lathrop Way
Sacramento, CA 95815

Revised: 01/10/03

NAPA / SOLANO / CONTRA COSTA GUIDELINES

FOR FEE WAIVER QUALIFICATION

DOCUMENTATION WHICH MUST BE INCLUDED WITH YOUR REGISTRATION FORM:

- ✂ A copy of your most recent unemployment check stub OR
- ✂ A copy of your food stamp card

If you do not have any of the above documents, provide:

- ✂ A copy of your most recent W-2 form AND
- ✂ The number of dependents you have

CHECK THE CHART BELOW TO DETERMINE IF YOUR HOUSEHOLD INCOME QUALIFIES YOU FOR AN EXAM FEE WAIVER. YOUR INCOME MUST BE **LESS** THAN THE NUMBER IN THE APPROPRIATE CATEGORY TO QUALIFY FOR A FEE WAIVER.

HOUSEHOLD INCOME								
BY FAMILY SIZE								
	1	2	3	4	5	6	7	8
ANNUAL INCOME	\$10,716	\$14,388	\$18,048	\$21,720	\$25,380	\$29,052	\$32,712	\$36,384

NOTE: Dependents include children, parents, grandparents and spouses. High School and College Students who are dependents of their parents must submit a copy of their parents' W-2, indicating the parents' household income. If the household income meets the income requirements stated in the chart, the candidate then qualifies for the fee waiver.